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TO: Child Placing Agency Licensees
Bureau of Milwaukee Child Welfare

FROM: Jill Chase, Director 
Bureau of Regulation and Licensing

RE: **Annotated Version of HFS 54**

The Bureau of Regulation and Licensing has developed an annotated version of Administrative Rule HFS 54 for Child-Placing Agencies. This annotated version does not change any of the administrative rules in HFS 54. It is designed to assist you in the interpretation and application of the administrative rule. The annotated version contains additional italicized text in the right-hand margin of the rule book. It is hoped that this italicized information will provide clarification and direction and assist child-placing agencies in applying the rule requirements in the way intended by the Department.

The information incorporated into this document constitutes and has the effect of Department policy. If any of these interpretations or policies should change you will be notified and directed to the web address where the revised document can be found.

A copy of the annotated HFS 54 is enclosed. The document can also be found at:

http://dhfs.wisconsin.gov/rl_dcfs/INDEX.HTM

If you have any questions please contact the Bureau's Child Welfare Program Specialist, Mary Morse at 1 West Wilson Street, P.O. Box 8916, Madison 53708-8916; phone (608) 266-0415 or e-mail morseme@dhfs.state.wi.us.

Encl.

cc: BRL Licensing Chiefs/Licensing Supervisors/Licensing Specialists
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